

What is My Site?

Remember that the information you include on My Site could potentially be released to a wider (non-British Council) audience, should an information request be received. Therefore don't add anything that you wouldn't be happy to go into the public domain, in the same way as e-mails and blogs, including information about other people.



What is My Site?

My Site allows colleagues to manage their own British Council profile and search for other people and view their profiles. For those who are familiar with social or professional networking tools such as Facebook, MySpace or LinkedIn, using **My Site** should be fairly straightforward.

My Site includes two parts: a personal site called **My Home** and a public profile page called **My Profile**. You can choose who can view which parts of the information on your public page.

It is quick and easy to get going.

Logging in

Go to 'How do I get a **My Site**' here:

<http://bcnet.britishcouncil.org:8000/sharepoint/mysite>

and follow the instructions.

Once you have started to build your **My Site** page, you can go back to it at any time. To access your **My Site** you will need to be in a SharePoint page in Internet Explorer; this could be British Council interactive, a collaboration site or site listings or a Regional Intranet page.

At the top right of your page you will see a link to **My Site** – simply click on this.



Welcome Thompson, Rhian (Global IS) ▾ | [My Site](#) | [My Links](#) ▾

Your Profile

Describe yourself

When you log in, you will see that your basic profile has already been added and you will be able to add more information to give your colleagues a better idea of who you are. To add more details, from **My Home**, go to **Get Started** with **My Site** and click on **Describe yourself**.

You can add information about projects that you have worked on in the British Council, as well as previous experience, skills, languages spoken and hobbies and share each of these with everyone in the British Council, or just your immediate colleagues.

You can also include private details such as your home telephone number and choose to share this with your Line Manager only.

Add a picture of yourself

This will not only enable other users to see what you look like when they visit your site, but your picture will also appear when you add to a discussion or alongside posts or comments you make on a blog.

Although you are not required to add a picture, if you choose to do so then it should conform to the following criteria:

- can be formal or informal
- images should be recognisable as you
- must not have any other people in it
- head shots work the best
- ensure the image is not copyrighted.

Click on **OK**.

Suitable



A clear headshot

Unsuitable



People unrecognisable
in the background

Resizing images

It is important that before you upload a picture to MySite, that you resize it.

Pictures must be smaller than 100 KB.

To resize your image,

Go to **Start > All Programs > Microsoft Office Tools > Microsoft Office Picture Manager**

Select the picture you want to edit using the **Locate Pictures** sidebar and double clicking on it.


Click on the **Edit Pictures** button on the **Formatting toolbar** to display the Edit Pictures task pane.

Click on **Resize** in the **Edit Pictures** task pane or select **Picture > Resize** to display the Resize task pane.

Click on **Predefined width x height** and use the dropdown menu to select **Web small (448 x 336 px)**.

When you upload a picture on to a profile, if your picture is in landscape format, this will result in your picture being squashed, thus:



To make the image square, use the back button to get to the **Edit Pictures** task pane and select **Crop**  **Crop**

Use the Left and Right, Top and Bottom buttons to make the image square. You will know when it is square when you look below the **Picture dimensions** header and check that the two numbers next to **New:** are the same.

Once you are happy with your image, go back to your My Home page and click on **Upload your picture**.

The corporate intranet has detailed guidance on using Picture Manager.

Document libraries

By default, your **My Site** comes with three areas where you can store documents and images; you will find these on the left side of your screen.



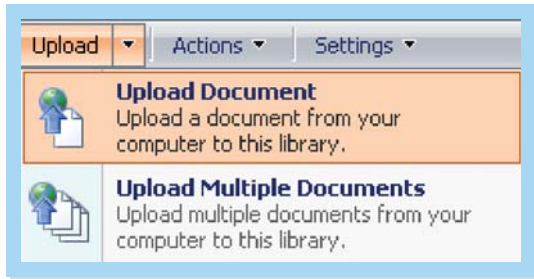
The Personal Documents folder is set up so that no one else has access to read or edit any of your documents.


The Shared Documents library and the Shared Pictures library are set up so that all colleagues in the British Council have permission to read, but not to edit any of your documents.

You can create as many new libraries or folders as you wish and permission can be set on any particular document, folder or library, for any individual or group of your choosing. For more about changing the permissions go to the intranet help pages.

Adding documents or images

To upload a document or image to your library, click on the name of your library in the Quick Launch bar and use the arrow at the side of the **Upload** button to select **Upload Document**.



You can then use the **Browse**  button to find the item from your computer, highlight it and click **Open**.

Then click on **OK**.

Colleague tracker/Adding colleagues

My Site will suggest colleagues to you who you can add or you can select specific colleagues yourself.


As well as your immediate colleagues you can also add groups of your own making.

Click on **Colleague Tracker**.

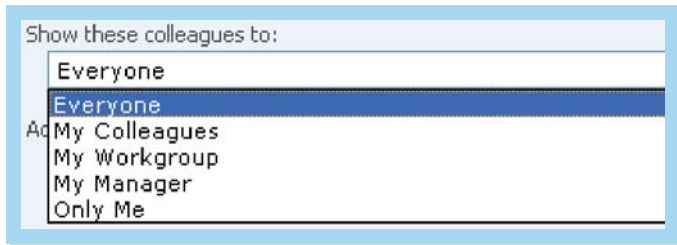


Click on Add Colleagues.



Use the address **Browse**  icon to find the colleague or colleagues that you want to add from the Global Address List and click on **OK**.

You can choose who can see the colleague(s) you have added by selecting one of the following settings.



A screenshot of a SharePoint dropdown menu titled "Show these colleagues to:". The menu is open, showing a list of options: "Everyone", "Everyone", "My Colleagues", "My Workgroup", "My Manager", and "Only Me". The first "Everyone" option is highlighted with a blue background.

You can also choose whether to add the colleague(s) to an existing group or to create a new group.

When you have finished, click on **OK**.

Using your My Site to easily access the collaboration site of which you are a member

If you are a member of several SharePoint collaboration sites, you are probably beginning to clog up your Favourites. You can easily access the sites you use most often using the My Links section.

You will find the **My Links** button at the top right of your page, next to the link to your **My Site**. Click on **My SharePoint sites** and you may find that you may have already have some links to sites of which you are a member.

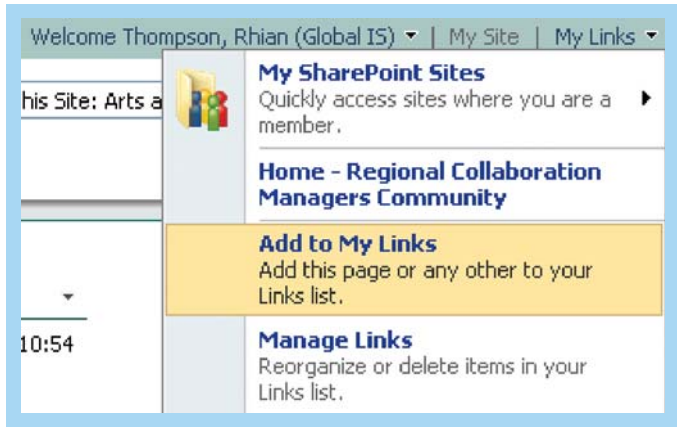
To add a link go to the Collaboration Site you wish to add.

Click on **My Links** and select **Add to My links**.

The **URL** and **Site name** will then display in the pop-up box.

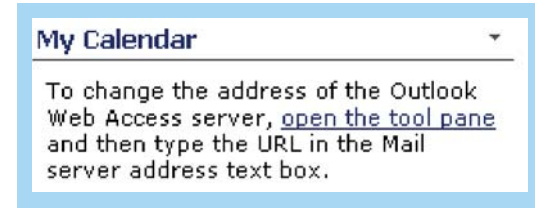
Select whether you want this link to display to anyone looking at your **My Site**, or if you want it to be hidden.

Click on **OK**.



Display your Outlook inbox through your My Site

At the top right side of My Home you will see an area called My Calendar. Click on **Open the tool pane**



In the Mail server address section, input <http://mnc1.mail.britishcouncil.org/exchange>.

Click on **OK**.

What else can I do with My Site?

Many of SharePoint's design and interactive elements can be added to your **My Site**. For more details about how to use these, please visit <http://bcnet.britishcouncil.org:8000/sharepoint/> to find out more.

Blogs

An abbreviation of 'web log', a blog is a type of online diary, written and regularly updated by one person. There is the facility for people to reply and for discussion to follow, but users should not necessarily expect their posts to be replied to.

Wikis

A wiki is a web page or a collection of web pages that is open for a wide group to edit in real time. This is very useful for working on ideas or a document between a large group of people, but because there is a high level of risk of inappropriate comments being made, wiki sites need to be carefully regulated. The word 'wiki' comes from the Hawaiian *wiki wiki*, which means 'fast'.

Create a subsite

A subsite is a distinct section of your website that is created within an existing site. Subsites can inherit properties from the top-level site or have unique properties as defined by you, the user.

Add a Links list

Here you can display a list of links, which take you or your **My Site** visitors to useful internal and external sites.

Surveys

A survey enables you to get structured feedback to a question or series of open or closed questions. Your survey can be as simple or as complicated as you choose it to be, with the inclusion of many options, including branching logic.

Discussions

A discussion board, also called an internet forum, is a place where a topic is posted and other members of the community are encouraged to post their responses and discuss the topic at hand. These should be time bound, promoted and well moderated.

Add RSS feeds

Really Simple Syndication (RSS) is a news feed that allows you to see what is new.

Calendar

You can import your Outlook calendar into your **My Site** or create a new calendar for events.

Storage limitations

Your site is limited to 3MB, which means that you should be able to use all the available functionality; however, you must be careful about the size of the pictures you are uploading and regularly empty your **Recycle Bin**.

At the foot of the Quick launch bar at the left of the page, click on **Recycle Bin**.

At the top of the column, select the check box at the top of the page to **Select all** and then click on **Delete Selection**.

You will be prompted to confirm that you want to delete these items, click on **OK**.

